

Milton Community Centre

Candidate 1

Describe 3 tasks/duties that would be carried out by an Admin Assistant.	
1	Answers the phone politely and talks to the public or employees within the business
2	Sends and replies to emails from the public or from an employee within the business
3	Creates databases to show records of individuals information

Candidate 2

Describe 3 tasks/duties that would be carried out by an Admin Assistant.	
1	An admin assistant would carry out the task of answering the phone and sending out emails to the customers and employees of the organisation.
2	An admin assistant would carry out the task of ordering new equipment for the organisation and keeping a record of all the current equipment owned by the organisation.
3	An admin assistant would carry of the task of keeping a record off all people that have entered the organisations building, and ensuring that there are no unauthorised entries.

Candidate 3

Describe 3 tasks/duties that would be carried out by an Admin Assistant.	
1	One duty is to send E-mails containing important information to a manager or boss.
2	Another duty is to create a spreadsheet to calculate the costs and profits of an event.
3	Another duty is to create promotional material such as posters if an event needs to be advertised.

Candidate 1

Outline a way that Milton Community Centre could use the following methods of electronic communication. Each outline must be different.	
Social Media	Promote the business to more people
Vodcasts	To talk about their business and how it runs
Blogs	To show what they get up to in events

Candidate 2

Outline a way that Milton Community Centre could use the following methods of electronic communication. Each outline must be different.	
Social Media	The organisation can create social media posts to reach a wider audience.
Vodcasts	The organisation can create vod/podcasts that can be watched by customers to inform themselves.
Blogs	The organisation can have discussions with customers through their blog posts.

Candidate 3

Outline a way that Milton Community Centre could use the following methods of electronic communication. Each outline must be different.	
Social Media	To advertise the Event by putting up posts for the public to see
Vodcasts	Talk about the event and answer questions in order to advertise it
Blogs	Write a paragraph about the event with all its details

Candidate 4

Outline a way that Milton Community Centre could use the following methods of electronic communication. Each outline must be different.	
Social Media	One way Milton Community Centre could use social media is by posting photos of the events that happen during the Anniversary week.
Vodcasts	One way Milton Community Centre could use a vodcast would be to record an explanation of the activities happening with the location and times, so that if people can't access a leaflet can still gather the information.
Blogs	Milton Community Centre could record a blog so that customers can interact with them during or after the event with any comments or queries they have about the event.

Candidate 1

Using reliable sources of information is extremely important to Milton Community Centre. Explain 3 consequences of using unreliable websites.	
1	It could give out false information which gives the business a bad reputation
2	The information could be out of date which for e.g. could make people late for things
3	Data breach which can get the business in trouble by law

Candidate 2

Using reliable sources of information is extremely important to Milton Community Centre. Explain 3 consequences of using unreliable websites.	
1	One consequence of using unreliable websites is, that an organisation can collect unreliable and inaccurate information. This can lead to the organisation making poor decisions based on that information, which could affect the organisations reputation poorly.
2	One consequence of using unreliable websites is, that the organisations computers may get infiltrated with viruses or hackers. This can affect the organisation negatively as important information could be held for ransom by the hackers, or outright leaked. Causing the organisation to lose trust with its customers and begin receiving a bad reputation.
3	One consequence of using unreliable websites is, that an organisation can receive incorrect information. This can be negative to an organisation as the organisation could send use this incorrect information in posts, or announcements to its customers. Which could lead to distrust of the organisation by customers for their false information.

Candidate 3

Using reliable sources of information is extremely important to Milton Community Centre. Explain 3 consequences of using unreliable websites.	
1	One consequence of using unreliable websites is that someone may miss their flight because an unreliable website would likely get times wrong.
2	Another consequence of using unreliable websites is that your image will decrease negatively because you are spreading around news that isn't true.
3	Another consequence of using unreliable websites is that there is a higher chance that you will get scammed because of all the suspicious things going around in the site.

Candidate 4

Using reliable sources of information is extremely important to Milton Community Centre. Explain 3 consequences of using unreliable websites.	
1	The information could be false which would give the Centre a bad reputation
2	The information could lead to many complaints, adding unnecessary work
3	The information used could lead to problems and issues being created by misleading information